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From: Shanahan, Mike
Sent: Mon 4/15/2013 1:28:21 PM
Subject: CoS Policy Update
Region 8 Policy Update April 9 2013.xlsx

Folks,

We have more guidance from OA (ORO). We only have to report items out to **60 days only** now – NOT 6 MONTHS.

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Dear Policy Calendar Contacts:

Please note the change below. The **weekly Policy Calendar only needs to go out 60 days versus six months**. Hopefully this is good news to you. Please pass along to anyone else who may need this information. If you have already distributed the policy calendar, I can make the changes for this week's entries. I also plan to create an updated one pager sometime in the near future that provides basic instructions for the policy calendar, especially since we have had several changes to it recently.

Thank you for your patience and as always your support and efforts. Any questions, please do not hesitate to call.

Sincerely,

Chris Zawlocki

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Please use the attached version for your updates. See new ORO guidance at the bottom of this email for changes/ clarification to this report.

I have removed the yellow highlights and red text from
this report, for your ease in updating. **REPORTS DUE TO ME BY 2:00 PM on Tues.**

Reminder of procedures: please prepare the current week's
report:

1. add **yellow** highlights to each box where you have text changes
2. mark all text changes [only the changed text, not the entire section] in red ... this will help me figure out what changes have been made when I receive updates in one item from two organizations.
3. please ~~strikeout~~ text you would like removed.
4. if the date has changed, please reposition the item so that it is in chronological order.

Mike

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